

Frequently Asked Questions

Who decides whether I can have special leave?

All requests for special leave are the manager's decision and will be considered in line with the [Special Leave Policy](#). When making this decision your manager needs to consider the nature of the request and your individual circumstances, however, they must also bear in mind the demands of the service.

How much Special Leave can I have?

This will need to be discussed and agreed with your manager, and will depend on the circumstances. More guidance on the amount of leave that can be taken is available in the [Special Leave Policy](#).

What could be classed as an emergency situation?

An 'carers emergency' is an unexpected or sudden problem involving a dependant, which means that you need to take time off while you make necessary long-term arrangements (e.g. if a dependant falls ill, or has been injured or assaulted, or if you need to deal with an unexpected incident involving a child during school hours). This does not include any situations which are pre-planned or where you have prior knowledge of the arrangements. In these instances special leave will not apply and you will be expected to make alternative arrangements such as requesting annual leave or rearranging shifts.

The Policy also recognises that there may be times when you need to deal with other types of situations which can affect your ability to attend work and which may be resolved by limited time off e.g. dealing with a flood or break-in at home.

Can I take special leave if a dependant has a hospital appointment?

The provision of Special Leave is for unplanned and unforeseen emergencies. It is not for planned events such as hospital appointments. In these circumstances you should discuss with your manager whether you are able to utilise paid annual leave or if this is not possible, consider swapping shifts or working the time back.

I have a hospital appointment which falls within my working day. Can I have special leave to attend?

The provision of Special Leave is for unplanned and unforeseen emergencies. It is not for planned events such as hospital appointments. Guidance on time off for medical appointments is given in the [Sickness Absence Policy](#).

How much Special Leave will I be allowed to attend a job interview?

This must be agreed with your manager. Requests to attend job interviews within the NHS will be given fair consideration. Interviews outside of the NHS should be taken as annual leave.

Can I appeal against a decision not to grant Special Leave?

If you consider the UHB has failed to comply with the provisions described in the Special Leave Policy you should refer to the appeals process within the UHB's Grievance Policy.

I am a member of the Volunteer Reserve Forces – can I have Special Leave for training?

For guidance on reserve forces training and mobilisation please refer to the [Reserve Forces Training and Mobilisation Policy](#)

Can I have Special Leave if I can't get into work because of snow?

There may be occasions during adverse weather conditions when it is difficult for you to attend your place of work. The UHB has an Adverse Weather Procedure which includes [guidance](#) on the methods of communication and rules of payment when staff are unable to attend work in these circumstances.